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UNITED STATES DEPARTMENT OF AGRICULTURE

Office of Information

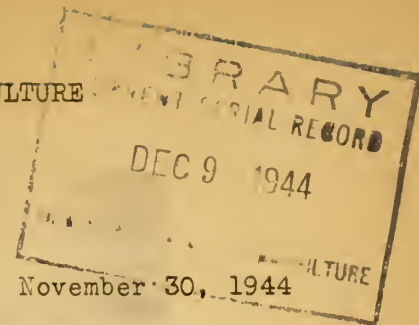
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U S DEPT OF AGRICULTURE

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OFFICE OF INFORMATION MEMORANDUM NO. 22, REVISED

Revision of Departmental Periodic Requisition Lists

The known requirements of the Department for the publications listed in the attached table are ordered periodically from the Public Printer by the Office of Information. These "Periodic Requisition" orders are based on distribution lists prepared by the Office of Information and other staff offices.

In accordance with Department Regulation No. 1358, needs of bureaus and offices for a publication which may be procured from the Public Printer should be included in the Periodic Requisition whenever possible, thus saving the additional charges which result from procuring a publication from the Superintendent of Documents (see Reg. 1918).

The attached table lists: 1. Publications which may be procured from the Public Printer on the Periodic Requisitions; 2. (a) The method of ordering and the office to contact for additions to or deletions from the Periodic Requisition list, and (b) The latest date a bureau order should be placed; 3. The method of ordering and the office to contact for additional copies of the listed publications not provided for in the Periodic Requisition.

Each bureau or office shall designate a unit or section to consolidate and place bureau orders, make distribution, and serve as a point of contact on questions arising in connection with publications. The Printing Section, Division of Publications, Office of Information, should be advised of the unit or section designated as the bureau point of contact.

Arrangements for bulk distribution of the publications will be made by the offices shown in column 2 of the attached table.

*Keith Himebaugh*

Attachment

Keith Himebaugh  
Director of Information

THE UNIVERSITY OF CHICAGO  
DIVISION OF THE PHYSICAL SCIENCES  
DEPARTMENT OF CHEMISTRY

1957-1958

1957-1958

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Methods of Procuring Publications from the Public Printer  
on the Department's "Periodic Requisitions" and of Securing Additional Copies

Abbreviations:

Acquis. - Acquisition Section, Department Library  
Cent. Supp. - Central Supply Section, Office of Plant and Operations  
Est. - Estimates Section, Office of Budget and Finance  
GS - General Services Section, Office of the Solicitor

LRS - Legislative Reports and Service Section, Office of Budget and Finance  
Print. - Printing Section, Office of Information  
D.C. - Division of Classification, Office of Personnel  
R.&R. - Rules and Regulations Section, Office of Personnel

(1)	(2)	(3)
Publication	Periodic Requisition List	Method of Ordering and Office to Contact for Additional Copies not Provided for in Periodic Requisition
	(a)	(b)
	Method of Ordering and Offices to Contact for Additions to or Deletions from	Latest Ordering Date
Congressional Record	Memorandum to LRS, Rm. 112 Adm:	Indefinite Phone LRS, Ext. 4654
Bills and Resolutions <u>1/</u>	Requirements determined by LRS based on experience and distributed to those interested	"
Reports <u>1/</u>		"
Slip Laws <u>1/</u>		"
Hearings <u>1/</u>	"	"
Congressional Documents	"	"
Agriculture Appropriation Bill	Phone Est., Ext. 5901	At time Est. contacts Bureau Budget Office
Agriculture Appropriation Act	"	"
Agriculture Appropriation Reports	"	"

1. The first of the three main principles of the system is that the system should be designed to meet the needs of the user.

2. The second principle is that the system should be designed to be flexible and adaptable to changing requirements.

3. The third principle is that the system should be designed to be secure and reliable.

4. The fourth principle is that the system should be designed to be easy to use and learn.

5. The fifth principle is that the system should be designed to be cost-effective.

6. The sixth principle is that the system should be designed to be scalable.

7. The seventh principle is that the system should be designed to be maintainable.

8. The eighth principle is that the system should be designed to be interoperable.

9. The ninth principle is that the system should be designed to be portable.

10. The tenth principle is that the system should be designed to be robust.

11. The eleventh principle is that the system should be designed to be secure.

12. The twelfth principle is that the system should be designed to be reliable.

13. The thirteenth principle is that the system should be designed to be easy to use.

14. The fourteenth principle is that the system should be designed to be learnable.

15. The fifteenth principle is that the system should be designed to be cost-effective.

16. The sixteenth principle is that the system should be designed to be scalable.

17. The seventeenth principle is that the system should be designed to be maintainable.

18. The eighteenth principle is that the system should be designed to be interoperable.

19. The nineteenth principle is that the system should be designed to be portable.

20. The twentieth principle is that the system should be designed to be robust.

Agriculture Appropriation Hearings	:	"	:	"	:	Phone Est. Ext. 5901
Budget of the United States	:	"	:	"	:	"
Separates of the President's Budget Message	:	"	:	"	:	"
Separates of Agriculture Budget Estimates	:	"	:	"	:	"
Decisions of the Comptroller General (Bound Vols.)	:	Memorandum to Print.	:	June 1	:	Phone Acquis. Ext. 6069
Decisions of the Comptroller General (Monthly Advance Sheets)	:	"	:	"	:	"
Statutes at Large	:	Phone GS, Ext. 2281	:	Indefinite	:	"
United States Code	:	"	:	"	:	"
Code of Federal Regulations <u>2/</u>	:	Phone Print., Ext. 5983, or memo.	:	"	:	"
Federal Register <u>2/</u>	:	"	:	"	:	"
Postal Guide	:	Req. (Form AD-78): to Print.	:	"	:	Phone Print., Ext. 5983
Official Register	:	"	:	"	:	"
United States Government Salary Tables	:	"	:	"	:	"
United States Government Manual	:	"	:	May 1 and Nov. 1	:	"
Congressional Directory <u>3/</u>	:	Phone Print., Ext. 5983 or send memo	:	Jan. 1 and May 1	:	Phone Print., or send memo Ext. 5983
Standardized Government Travel Regulations	:	-	:	-	:	Requisition (Form AD-14) to Cent. Supp.
Civil Service Commission Class Specifications	:	Req. (Form AD-78): to D.C. <u>4/</u>	:	June 1	:	Phone D.C., Ext. 6287
Civil Service Act and Rules	:	Req. (Form AD-78): to R&R <u>4/</u>	:	"	:	Phone R&R, Ext. 5965

1/ Other than Agriculture Appropriation Documents

2/ Not obtained from Public Printer - free from National Archives

3/ Not obtained from Public Printer - free from Joint Committee on Printing

4/ This office will consolidate all Department orders and send to the Printing Section, Office of Information



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UNITED STATES DEPARTMENT OF AGRICULTURE  
Director of Information  
Washington

March 21, 1942

OFFICE OF INFORMATION MEMORANDUM NO.22

Revision of Special Departmental Distribution Lists

Effective immediately the Office of Information will prepare annually the departmental distribution lists for: (1) Congressional Directory, (2) U. S. Government Manual, (3) Budget, (4) Digest of Appropriations, (5) Comptroller General's Decisions (bound, annual issues), (6) Congressional Record (unbound), (7) Agricultural Appropriation Act and hearings, bill, and reports in connection therewith, (8) Statutes at Large, and (9) U. S. Code.

The distribution lists for items (3), (4), (5), (6) and (7) will be prepared with the advice of the Office of Budget and Finance. The lists for items (8) and (9) will be prepared with the advice of the Office of the Solicitor. Any additions to the lists for such items will be cleared with those offices by the Office of Information.

The Office of Information will then arrange for the receipt of this material from the Government Printing Office and for its distribution, except that the Department Post Office will arrange for distribution of item (6) through the usual mail channels and the Office of Budget and Finance will arrange for the distribution of item (7). All requests for changes in the ordering of the publications mentioned in this memorandum should be made directly to the Printing Section in the Office of Information where the lists will be maintained.

Morse Salisbury  
Director of Information

Concurred in:

W. A. Jump  
Director of Finance

Justin G. White  
Solicitor

Arthur E. Thatcher  
Chief, Office of Plant and Operations

